

### **To Do List for Online WebJunction Classes**

1. Contact Continuing Education Coordinator, Betsy Hull ([hullb1@michigan.gov](mailto:hullb1@michigan.gov) or 517-373-3746), for the library code to access online classes. The Library of Michigan purchased these courses to benefit Michigan library professionals.

2. Disable pop-up blocking before starting the enrollment process.

3. Create an account at <http://www.webjunction.org/createaccount>.

Full enrollment instructions available online at <http://www.webjunction.org/userguide>.

Tips to remember:

Click on the "Remember Me" box each time you sign in to WebJunction.

Supply name and address with initial enrollment in a course in the new WebJunction. Enrollment cannot be completed without providing this information.

Course username and password will be sent by LE@D (<http://www.leadonline.info/>) when enrolling in a LE@D class. The password should be received within 3 days. Please contact LE@D at [lead@unt.edu](mailto:lead@unt.edu) if password is not received.

Registrations stay current for one year from initial sign up. You may bookmark your spot in course and return periodically. Save hard copies of your continuing education certificates or proof of completion in your personnel files. These can be sent to the Library of Michigan Certification Office when requesting a Level VII Certificate of Library Experience renewal.

Need help? Contact Betsy Hull (517-373-3746 or [hullb1@Michigan.gov](mailto:hullb1@Michigan.gov)), or <http://www.webjunction.org/help>.